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**ADOPTED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
APRIL 7, 2011**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**PURCHASE AND MAINTENANCE OF STANDARDIZED TIME SYSTEMS
OFFICE OF ADMINISTRATIVE & PROCUREMENT SERVICES
DISTRICT OFFICE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to extend the issuance of purchase orders to Simplex Grinnell to repair and maintain District time clocks, until such time as the District has implemented the time and attendance process, as needed by each campus for the period from March 7, 2011 through June 30, 2013, or earlier if the District-Wide time and attendance process is initiated, at a total cost not to exceed \$49,748.

VENDOR: Simplex Grinnell
91 N Mitchell Ct
Addison, IL 60101

USER: District-Wide
Campuses (Engineering and Security departments) with Simplex-Grinnell equipment, including Daley, Olive-Harvey, Wright and Harold Washington

TERM:

This authorization shall extend the period to issue purchase orders for the maintenance and repair of existing time clocks using Simplex Grinnell products until such time as the District has implemented the time and attendance process, at a total cost not to exceed \$49,748 or the date of June 30, 2013.

SCOPE OF SERVICES:

The services of Simplex Grinnell will be used to repair and maintain the time clocks that are a part of the standardized clocking system used throughout the District and the Colleges. Using Simplex Grinnell, the manufacturers' authorized service provider to perform these services, will assure continuity of standardized services and requisite supplies until such time as the District-Wide time and attendance process is implemented. Detailed in the following chart are the Colleges currently utilizing the standardized time clock system:

College	Annual Maintenance Agreement	Estimated Amount to Purchase Additional Clocks and Blank Time Cards	Total Per Campus
Daley	\$2,950.00	\$3,352	\$6,302
Olive-Harvey	\$2,925.00	\$3,352	\$6,277
Harold Washington	\$3,360.00	\$2,159	\$5,519
Wright	\$3,335.00	\$3,441	\$6,776
District Wide Annual cost			\$24,874
Overall Total – District Wide for 2 years through June 30, 2013			\$49,748

BENEFIT TO CITY COLLEGES OF CHICAGO:

The District will maintain a standardized system for recording time for the Engineering and Security Staff accurately and consistently until such time as the proposed District-Wide time and attendance process is implemented. The clocks operate on a proprietary system and are required to be maintained and or repaired by factory trained technicians. The maintenance and service agreement also allows for the purchase of requisite supplies, blank card stock, and replacement clocks if necessary at an economical rate directly from the manufacturer.

DELIVERABLES:

Simplex Grinnell will perform maintenance and respond to service calls, upon request, for a period of up to two years or until such time as the District-Wide time and attendance process is initiated. When required, blank time card stock or replacement clocks will be purchased as needed during this period.

VENDOR SELECTION CRITERIA:

Simplex Grinnell is the authorized service provider for the system and a contract for maintenance of equipment which is best performed by the manufacturer or authorized service provider is exempt from the District's competitive bidding requirements.

MBE/ WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request, and on this project, Simplex Grinnell will be providing factory authorized technicians to service its equipment, with little or no opportunity to further subcontract. However, Simplex Grinnell does have an active Business Development and Supplier Diversity Initiative that is actively working with municipalities and school Districts to contract with local small business contractors increasing its growth opportunities and strengthening its participation on projects that are under contract with Simplex Grinnell (documentation on file). Therefore, it is recommended that Simplex Grinnell be granted a waiver from direct participation in compliance with the Board Approved Participation Plan.

MBE Vendor:	RAM Fire Prevention 713 W Annorenow Dr. Addison, IL 60101	CMDSC certification	Indirect Participation Sprinkler Installation
WBE Vendor:	E.E. Bailey 741 W 115 th Street Chicago, IL 60628	City certification	Indirect Participation Fire Extinguishers

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics - It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

Total cost not to exceed \$49,748 - Various Funds, Departments and Accounts

FY12: 05501-0005031-00078-00000-0000000000-534500: \$24,874

FY13: 05501-0005031-00078-00000-0000000000-534500: \$24,874

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 7, 2011 – Office of Administrative & Procurement Services